

Public File Inspection Checklist

Use this checklist to guide your inspection of the public file. This list will help you keep track of what materials you need to collect and will also help you note any materials that are not present in the file.

Name: _____ Phone Number: _____

Date and Time of Inspection: _____

Station Visited: _____

Staff Member Who Showed You the File: _____

Public File

YES NO

- ☐ ☐ When you arrived at the station, was there a staff member available to show you the public file?
- ☐ ☐ Does the station have a public file?
- ☐ ☐ Does the file contain letters from the community?
- ☐ ☐ Does the file contain an Issues/Programs List for each quarter (four per year)?
Ask for a photocopy of the Issues/Programs List for the most recent quarter.
- ☐ ☐ If the station has a Local Marketing Agreement, Joint Operating Agreement, Time Brokerage Agreement or Shared Services Agreement, is it on file?
Ask for a copy of all agreements.
- ☐ ☐ Were you permitted to make photocopies and take pictures of the public file?
How much, if anything, were you charged per page? _____
(Attach receipt. We are researching the average cost to the public to make copies at the station. We thank you again for your willingness to cover the cost of copies as a donation to this effort.)
- ☐ ☐ Have someone take a photo of you at the station and share it with us when you forward the notes from your visit.

Political File

YES NO

- ☐ ☐ Does the public file contain a political file?
If so, how many years of records does the political file contain? _____
Each folder has a header with the name of the candidate or third-party group. Write down the names of all the folders in the political file for both 2011 and 2012.
Choose three third-party group folders (we recommend choosing examples from both right-wing and left-wing groups) and request copies.

If you need more room, feel free to write on the back.